LG

aria

aria 186/100/34E

Digital Key Telephone System

USER GUIDE



For: 30 Button (shown), 8 Btn, 2 Btn & SLT users of Aria 186, 100, 34E, Office software

.

aria KSU's

aria *34E*



aria *100*



aria *186*



NB: Although every effort is made to keep this Guide up to date, Features and Functions are subject to change without notice. An inclusion of a feature or function in this guide does not imply it is operational on your system. Some features require specific hardware or software installation. Please check with your *aria* dealer for further details.

Quick Reference Guide for *aria* Digital Key Telephone

Fixed Feature Buttons

- ***FLASH*** button may be used to terminate an outside call and re-seize dial tone without having to hang up the handset.
- ***SPEED*** button provides you with access to speed dialing, save number redial and last number redial.
- ***TRANS*** (TRANSFER) button is used to transfer an outside call from a station to another.
- ***CALLBK*** (CALLBACK) button allows you to leave a callback indication at a station that is busy, unattended, or in Do Not Disturb.
- ***CONF*** button is used to establish conference calls.
- ***DND/FWD*** (Do Not Disturb/Forward) button allows you to forward your calls to another destination, or make DND mode.
- ***MUTE*** button allows you to switch the built in microphone on or off when using the speakerphone or the handset microphone when using the handset.
- ***MON*** button enables you to make a phone call with-out lifting handset. It turns the telephone on and off when using the speakerphone.
- ***HOLD*** button enables you to place an outside caller on hold.
- ***REDIAL*** allows you to make last number redial and auto call number redial.
- ▼ **VOLUME** ▲ bar allows you to adjust speakerphone and handset volume.

Call Forward

- Press MON button.
- Press DND/FWD button (or dial **4 9**) and dial the desired Call Forward type.
  - 0 : Follow me
  - 1 : Unconditional
  - 2 : Busy calls
  - 3 : No answer calls
  - 4 : Busy/no answer calls
  - 5 : Station off-net
  - 6 : Incoming outside line to off-net (ATD only)
  - 7 : DVU forward for no answer-1(after 4sec)
  - 8 : DVU forward for no answer-2 (after predefined time)
  - 9 : DVU forward for busy
  - # : Cancel previous call forward
- Dial the station number or press DSS button or intercom group where calls are forwarded. (Confirmation tone is heard.)

Call Wait (Camp-on)

If you dial a busy station, you may alert it to your call.

- After receiving intercom busy tone, dial * or the last digit of called station number or press DSS button.
- When the called party answers, consult with them or hang up to transfer the call, if any.

Conference

- Call the desired party (internal or outside). When called party answers, press CONF button.
- Add next conference party by selecting another outside line or intercom station.
- When the party answers, press CONF button twice. All parties are connected.

<u>To terminate a conference,</u>

The conference initiator should be actively in the conference.

- Hang up, or press CONF button to finish the conference (only for conference initiator).

Leaving a Message Waiting Indication

If you dial a station that is unattended or in Do Not Disturb, you can leave a message waiting indication.

- Dial the desired intercom station. Busy tone or DND tone is heard.
- Press CALLBK button (or dial *** 6 6)**. The called party's CALLBK button LED will flash.

<u>To answer a Message Waiting Indication,</u>

- Press flashing CALLBK button (or dial *** 6 7**) and the station that left message will be signaled with tone ringing.
- If called station does not answer, press the CALLBK button once to leave a message.

Placing an Outside Call on Hold

While connected to an outside line,

- Press HOLD/SAVE button.
  - Once for system hold
  - Twice for exclusive hold
- Reverse if hold preference is programmed to system hold.
- Press HOLD/SAVE button.

Last Number Redial

The last dialed number on an outside line is saved.

- Press REDIAL button. Or,
- Press SPEED button and dial *****
- HOLD/SAVE.

Quick Reference Guide for *aria* Digital Key Telephone

Save Number Redial
If you wish to save a number you dialed,
- After dialing the number of an outside party, keep the handset off-hook.
- Press SPEED button twice.

To dial a saved number,
- Press SPEED button and dial #.

Call Transfer
While connected to an outside call,
- Press TRANS/PGM button.
- Dial station number or DSS button.
(You can select a screened or unscreened transfer.)

Screened Transfer
When that extension answers, announce the transfer and hang up to complete call transfer.
Unscreened Transfer
When the called extension begins to signal, hang up to complete call transfer.

Storing Speed Dial Numbers
- Press TRANS/PGM button and then SPEED button.
- Dial the speed number bin.

- Station Speed Number bins:
  aria 34E/100/186: 00~19
- System Speed Number bin :
  aria 186: 200~999
  aria 34E /100: 200~399

- Dial the phone numbers to be stored.
- Press HOLD/SAVE button to save the number.

To erase an exiting speed bin,
- Press TRANS/PGM button and then SPEED button.
- Dial speed number bin to be erased.
- Press HOLD/SAVE button.

Dialing a Speed Number
- Press SPEED button and dial the speed number bin.
- When the called party answers, pick up the handset or use speakerphone.

Voice Over
It is available when the station has been programmed with voice over.
- When a busy keyset engaged in an internal or external call is called through camp-on by a caller, HOLD/SAVE button of busy keyset is flashing.
- After tone, the busy keyset will be connected to both parties.

Queuing
You see that a particular line is busy and want to be placed on a list waiting for the first line in the group or station to become available.
- Lift handset or press MON button.
- Press the busy outside line button, specific line group button or DSS button.
- Pressing CALLBK button, your CALLBK button is illuminated and confirmation tone is heard.
- Hang up or press MON button.

To answer a queue request,
- When the busy outside line button, specific line group button or DSS button returns to idle, you hear ringing and the queued line button flashes.
- Lift handset and dial outside line.

Attendant Clock Set
The attendant can set the Time/Date without entering Admin. Programming.
- Press TRANS/PGM button.
- Dial # 1.
- Enter Date/Time. (YYMMDDHHmm)
  If there is no need to change date or time, press ✈ key.
- Press HOLD/SAVE button.

Flexible Buttons Programming
- Press TRANS/PGM button.
- Press a flexible button to be programmed.
- See the below chart and dial the desired code.
- Press HOLD/SAVE button.

Direct Station Select	700~891 (***aria*** 186) 700~835 (***aria*** 100) 700~777 (***aria***34E)
Call Park	601~619 (***aria*** 186) 601~610 (***aria*** 100)
Call Wait (Camp-on)	TRANS/PGM + 8 5
Station Speed Dial	SPEED + bin no. (00~19)
System Speed Dial	SPEED + bin no. 200~999 (***aria*** 186) 200~399 (***aria*** 100/34E)
All Call Page	# 6
Universal Night Answer	2
Last Number Redial	SPEED + *
Save Number Redial	SPEED + #

To erase a flexible button,
- Press TRANS/PGM button.
- Press the flexible button to be erased.
- Press HOLD/SAVE button.

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NOTES

Digital Key Telephone Family

Large Digital Key Telephone

- KD-33LD
- KD/E-36LD
- LDK-306LD







KD Series

- KD-36EXE



KD-36D : LCD Display, 24 Flexible Buttons
KD-36N : No LCD Display, 24 Flexible Buttons
KD-24D : LCD Display, 12 Flexible Buttons
KD-24N : No LCD Display, 24 Flexible Buttons

KD/E Series

- KD/E-36EXE
- KD/E-8BTN





KD/E-36EXE : LCD Display, 24 Flexible Buttons
KD/E-36ENH : No LCD Display, 24 Flexible Buttons
KD/E-24EXE : LCD Display, 12 Flexible Buttons
KD/E-24ENH : No LCD Display, 24 Flexible Buttons
KD/E-8 BTN : No LCD Display, 8 Flexible Buttons

Digital Key Telephone Family

Large Digital Key Telephone

- LKD-2N/S
- LKD-8D/S
- LKD-30DS







LKD-2N/S: No LCD Display, 2 Flexible Buttons
LKD-8D/S: LCD Display, 8 Flexible Buttons
LKD-30D: LCD Display, 30 Flexible Buttons (Dual LED with Flex. BTN 01~24 & Single LED with 25~30)
LKD-30LD: Large LCD Display, 30 Flexible Buttons (Dual LED with Flex. BTN 01~24 & Single LED with 25~30)
LKD-DSS: 48 Flexible Buttons
※ The LKD series keysets can be normally operated in the following S/W version or later.
***aria* 34E: GS40P-1.2A // *aria* 100: GS00P-3.2A // *aria* 186: GS86P-5.1A**
***aria* 34E: GS40P-1.1Cd // *aria* 100: GS00P-3.1Df // *aria* 186: GS86P-4.0Ee**







Placing an Outside Call

Button	Procedures	Range
	• Lift handset or press **MON** button. • Press outside line button, pool button or dial <u>CO line access code</u>. • Dial desired party. • When called party answers, lift handset or use speakerphone.	***1*** *OR: 4 + (Line number)* 186 : 01 ~ 48 100 : 01 ~ 24 34e : 01 ~ 09 *Or, 48 + (Line Group number)* 186 : 01 ~ 96 100 : 01 ~ 48 34e : 01 ~ 34

Answering an Outside Call

Button	Procedures	Range
	• Lift handset or press **MON** button to use speakerphone. • Press flashing CO line button or loop key. (NB: If the *Preferred Line Answer* feature is ON for your station, you may answer just by lifting handset, or press **MON**.)	

Call Transfer

Button	Procedures	Range
	*To transfer an outside call to the other extension,* • Press **TRANS/PGM** button. (The outside call is put on hold.) • Dial <u>station number</u> or appropriate DSS button. • You can make a screened or unscreened transfer.	Station Ranges: 186 : 700 ~ 891 100 : 700 ~ 835 34e : 700 ~ 777
Screened Transfer	When the called extension answers, notice the call transfer and hang up to complete call transfer.	
Unscreened Transfer	While the station you called rings, hang up to complete call transfer. *To answer screened transfer,* • When a station rings according to Intercom Answer Mode selection, answer the intercom call. • The transferring party hangs up, the call will be connected.	

Last Number Redial

Button	Procedures	Range
	The last dialed number on an outside line is saved. To redial the last dialed number, • Press **REDIAL** button. Or, • Press **SPEED** *. • Press **HOLD/SAVE**	

Save Number Redial

Button | Procedures | Range



If you want to save a number you dialed,
- After dialing the number of an outside party, keep handset off-hook state.
- Press **SPEED** button twice.
- Hang up.

To dial a saved number,
- Press **SPEED** + #.

Dial Memo

While on an outside line or intercom call, you may enter and save a number in the save number redial bin for future use.

Button | Procedures

- Press the programmed **DIAL MEMO** button.
  To program [DIAL MEMO] button,
  [TRANS/PGM] + flexible button + [TRANS/PGM] + 8 0 + [HOLD/SAVE]
- Dial the desired number.
- Press **DIAL MEMO** button again to save.



To dial the dial memo number,
- Press **SPEED** + #.

To check the dial memo number,
- In idle state, press **DIAL MEMO** button.
- The saved number is displayed on the LCD.

Auto Call Number Redial

When the called party is busy or does not answer the call, the system can automatically redial the number by pre-programmed time interval.

Button | Procedures | Range





- Press **REDIAL** button.
- Hang up.
- A busy or no answer number will be redialed automatically after pre-programmed time interval while **MUTE** button is lighting.
- When called party answers, lift handset to talk.

Queuing

When a CO line is busy, you can request a call back when the CO line is available. As soon as it becomes idle, you can be the first extension to get the CO line.

Button	Procedures	Range
 MON CALL BK 	• Lift handset or press **MON** button. • Press busy outside line button or specific line group button. • Pressing **CALLBK** button (or dial *** 6 7**), your **CALLBK** button is illuminated and confirmation tone is heard. • Hang up or press **MON** button. To answer a queue request, • When the busy CO line or specific line group returns to idle, you hear ring and the queued line button is flashing. • Lift handset and dial a desired phone number.	

Executive/Secretary Transfer

Button	Procedures	Range
	• When the Executive Station is busy or DND (Do Not Disturb), all calls will go to the Secretary Station. • The Secretary Station may signal the Executive Station that is in DND by using Call Wait feature. (Press * key or dial the last digit of the number of Executive station or press the DSS button to operate Call Wait feature.)	

Step Call

When an extension is busy, you can make a call to a different station by dialing only the last digit of new station number.

Button	Procedures	Range
SPEED 	• Dialing an extension number, and the station is busy. • After hearing ICM busy tone, dial the last digit of the next extension number in the same 10's group. (ex. If station "712" is busy, dial digit "4" to call station "714".) • It can be used for CO line call by pressing **SPEED** button + last digit.	

Speed Dial Numbers (Station Basis)

Each extension can program up to 20 individual speed dial numbers in the station. The numbers are entered and stored by the user and it can be recalled at any time.

Button | Procedures | Range



To store station speed numbers,
- Press **TRANS/PGM** button.
- Press **SPEED** button.
- Dial speed number bin.
- Dial the phone numbers to be stored.
- Press **HOLD/SAVE** button.
- Enter name for Dial by Name. (optional)

Or,
- Press **TRANS/PGM** button.
- Press **SPEED** button.
- Dial speed number bin.
- Press desired outside line or specific line group button.
- Dial the phone number to be stored.
- Press **HOLD/SAVE** button.
- Enter name for Dial by Name. (optional)
- Press **HOLD/SAVE** button.

Range: Station Speed bin 00~19



To use station speed numbers,
- Lift handset or press **MON** button.
- Press **SPEED** button.
- Dial speed number bin.

To use system speed numbers,
- Lift handset or press **MON** button.
- Press **SPEED** button.
- Dial speed number bin.

Range: System Speed bins
186 : 200~999
100 : 200~399
34e : 200~399



To erase station speed numbers,
- Press **TRANS/PGM** button.
- Press **SPEED** button.
- Dial speed number bin to be erased.
- Press **HOLD/SAVE** button.

Storing Dial by Name

Users for digital display phone can enter the called party's name so they can dial by name instead of dialing the phone number.

Button | Procedures



- Press **TRANS/PGM** button.
- Press **SPEED** button and speed number bin.
- Dial the desired phone number.
- Press **HOLD/SAVE** button.
- Enter the name up to 16 letters using the code adjacent:



- Press **HOLD/SAVE** button.

Q - 11 Z - 12 . - 13 1 - 10	A - 21 B - 22 C - 23 2 - 20	D - 31 E - 32 F - 33 3 - 30
G - 41 H - 42 I - 43 4 - 40	J - 51 K - 52 L - 53 5 - 50	M - 61 N - 62 O - 63 6 - 60
P - 71 R - 72 S - 73 Q - 7* 7 - 70	T - 81 U - 82 V - 83 8 - 80	W - 91 X - 92 Y - 93 Z - 9# 9 - 90
*1 - Blank *2 - : *3 - ,	0-00	#

CO Line Features

Call Park

A call can be parked in a parking location and the call will be retrieved by dialing the location number. (The call can be picked up by other extension with making a page announcement to inform the parking location.)

Button	Procedures	Range
	While connected to an outside call, • Press **TRANS/PGM** button. • Dial parking location.	Park Locations: 186 : 601~619 100 : 601~610 34e : 601~605

Universal Night Answer

When CO lines are programmed for UNA and the system is placed into night mode, users can answer incoming CO line calls employing dial code regardless of pick-up group.

Button	Procedures	Range
	• Lift handset or press **MON** button. • Press flashing CO line button. If a CO line button is not assigned, dial **2**. • You will be connected to ringing outside line.	

Changing Intercom Answer Mode

Button	Procedures	Range
 	• Press **TRANS/PGM** button. • Dial **4 9** • Dial 1 for Hands-free, 2 for Tone ring, or 3 for Privacy announce. • Press **HOLD/SAVE** button.	

Placing an Intercom Call

Button	Procedures	Range
	• Dial intercom number or press programmed DSS button. • You will hear, - Ring back tone in TN (Tone) mode. Wait for called station to answer the ringing. - 3 bursts of tone in HF(Hands-free) or PV(Privacy) mode. Begin your announcement after the tone.	

Answering an Intercom Call

Button	Procedures	Range
	• With your intercom answer mode setting, - in TN mode, intercom ring is heard. Lift handset to talk. - in PV mode, 3 bursts of tone and one-way announcement is heard. Lift handset to talk. - in HF mode, 3 bursts of tone and announcement is heard. Reply with Hands-free mode or lift handset for privacy.	

Placing an Intercom on Hold

Button	Procedures	Range
	• If your phone has **ICM** button, you may put an intercom call on hold by pressing **HOLD/SAVE** button. • Or, while on an intercom call, press **ICM** button. • The ICM button flashes and intercom dial tone will be heard. *To retrieve intercom call on hold,* • Press the flashing ICM button and lift handset.	

Changing Differential Ring

Button	Procedures	Range
	• Press **TRANS/PGM** button. • Dial **5 0** • Select the ring type by dialing 1~4. • Press **HOLD/SAVE** button.	

Voice Over

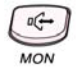
This feature provides voice announcement to a busy station without interrupting the existing conversation. The announcement is received over the existing conversation so that only the busy station hears both incoming parties.

Button	Procedures	Range
	• When a busy keyset engaged in an internal or external call is called through camp-on by a caller, **HOLD/SAVE** button of busy keyset is flashing. After tone, the busy keyset can be connected to both parties. • Press **HOLD/SAVE** button in the busy keyset to converse with new call. • Press **HOLD/SAVE** button again to alternate the call.	

Answering a Call Wait with Voice Over

Button	Procedures	Range
	• You hear camp-on tone and **HOLD/SAVE** button is flashing. • Press **HOLD/SAVE** button to talk with the second caller. The first caller is placed on hold. (MOH may be provided) • You will be connected to the first caller when the second caller hangs up.	

Directed Call Pick-up

Button	Procedures	Range
	• You hear intercom or transferred outside line ring at a station. • Lift handset or press **MON** button. • Dial ***42** and the ringing station number. • You will be connected to the calling party.	Station Numbers: 186 : 700~891 100 : 700~835 34e : 700~777

Call Wait (Camp-on)

If you dial a busy station, you may alert it of your call.

Button	Procedures	Range
	• After receiving intercom busy tone, dial "* " or last digit of called station number, or press DSS button. • Camp-on tone is heard in called station. • When called party answers, talk or hang up to transfer the call.	

Mute

It provides privacy during speakerphone or handset operation by disabling the microphone.

Button	Procedures	Range
	• Press **MUTE** button to activate. • Press **MUTE** button again to deactivate.	

Call Back

If you dial a station that is busy, you can leave a callback indication.

Button	Procedures	Range
 	• After receiving intercom busy tone, press **CALLBK** button. • Hang up. • When the busy station hangs up, you will be signaled. • Answer the signal by lifting handset or by pressing **MON** button, the station you called will be signaled.	

Message Waiting

When the called extension does not answer the call, you can leave a message wait to the station.

Button	Procedures	Range
	• If a called party does not answer, press **CALLBK** button. • Hang up. • At that time, the LED of CALLBK button in the called station is flashing.	
On LKD-2N/S, 8D/S,		
 	• If a called party does not answer, press **TRANS/PGM** button and dial * **6 6** *To answer a message waiting,* • Press flashing **CALLBK** button. • Station that left message will be signaled with tone ring.	
On LKD-2N/S, 8D/S,		
	• Dial * **6 7** to answer a message waiting.	

Do Not Disturb

Button | Procedures | Range



If your phone has been programmed to have Do Not Disturb,

- Press **DND/FWD** button while on-hook or your phone is ringing.
- The LED is lighting and your phone is in DND.

To remove Do Not Disturb,

- Press **DND/FWD** button while on-hook.
- The LED is extinguished and DND at your phone is removed.

On LKD-2N/S, 8D/S,

- Dial **5 3** instead of pressing **DND/FWD** button (Toggle setting).

Call Forward

A call can be forwarded to the other station or group depending on the call forward type. It should be programmed in Admin. Programming to use some of the Call Forward types.

Button | Procedures | Range





- Lift handset or press **MON** button. (The **MON** button is lighting.)
- Press **DND/FWD** button.
- Press the call forward type;
  - **0 - Follow me (not available in aria 16/20W)**
  - **1 - Unconditional**
  - **2 - Busy calls**
  - **3 - No answer calls**
  - **4 - Busy / no answer calls**
  - **5 - Station off-net**
  - **6 - Incoming outside line to off-net (system attendant only)**
  - **7 - DVU forward - 1 (forwarded after 4sec)**
  - **8 - DVU forward - 2 (forwarded after predefined time)**
  - **9 - DVU forward for busy**
- Dial station number or press DSS button or intercom group.
- Confirmation tone is heard and **DND/FWD** button is flashing on forwarded station.
- Hang up.

Range:

Station. No.
186 : 700~891
100 : 700~835
34e : 700~777

ICM. Group
186 : 9700~9729
100 : 9700~9714
34e : 9700~9707

- *Follow-me* should be programmed from the station that you will be forwarded to i.e. if your extension is 702 and you are forwarding to 704, then you will need to go to 704 to program the feature. Also, this feature requires authorization code and system programming.
- For *Station Off-net*, the number you are forwarding to should be saved as a speed dial number first. (Please see the Page 12 to save a Speed Dial Number.)
- System programming required for: *Incoming outside line to Off-net*

To cancel call forward,



- Lift handset or press **MON** button.
- Press **DND/FWD** button and dial #, Hang up.



To cancel Incoming Outside line to Off-net (at system attendant),
Press **MON** + **DND/FWD** + **CO line code (CO group/CO line no. /CO BTN) + #**

On LKD-2N/S, 8D/S,

- Dial **5 4** instead of pressing **DND/FWD** button.

Paging

A station, which is allowed to access page facilities, can connect and transmit voice announcement to any or all of the system external/internal page zones.

Button	Procedures	Range
	To make a page, • Lift handset. • Dial page zone. (See below chart.) And you will hear warning tone. • After the tone, speak your message. • Hang up.	Internal Zones: 186 : 01~20 100 : 01~15 34E : 01~05

	186	100	34E
All Call	# 6	# 6	# 6
Internal Zone 1	# 0 1	# 0 1	# 0 1
Internal Zone 2	# 0 2	# 0 2	# 0 2
:	:	:	:
Internal Zone 5	# 0 5	# 0 5	# 0 5
:		:	
Internal Zone 15	# 1 5	# 1 5	
:	:		
Internal Zone 20	# 2 0		
Internal All Call	# 3	# 3	# 3
External Zone 1	# 4 1	# 4 1	# 4 1
External Zone 2	# 4 2	# 4 2	
External All Call	# 5	# 5	# 5

Flash

May disconnect outside line and re-seize dial tone if programmed . It can be used to send a recall to line, when the system is connected with a PBX or Enhanced Feature Analogue Line.

Button	Procedures	
	• While connected to an outside line, press **FLASH** button.	Range

Speakerphone

Pressing an outside line button, a speed button, a station button or dialing a station number will automatically activate the speakerphone. (LKD-2N/S has no microphone and doesn't function as Hands-free unit.)

Button	Procedures	Range
	To activate speakerphone, • Press **MON** button. • Dial outside line number or intercom number to talk.	

Speaker Volume Control

Button	Procedures	Range
	• In speakerphone mode, press **VOLUME** (▲/▼) button to control the speakerphone volume.	

Ring Volume Control

Button	Procedures	Range
	• When bell rings, press **VOLUME** (▲/▼) button to control ring volume.	

Placing an Intercom Group Call

Button	Procedures	
	*To make an intercom group call,* • Lift handset or press **MON** button. • Dial the intercom group number.	*ICM. Group No.* 186 : 9700 ~ 9729 100 : 9700 ~ 9714 34E : 9700 ~ 9707

Placing a CO Call on Hold

Button	Procedures	
	• Press **HOLD/SAVE** button. - Once for system hold - Twice for exclusive hold Reverse if hold preference is programmed to system hold. • Press **HOLD/SAVE** button *To retrieve the call,* • Lift handset and press flashing outside line button.	Range

Group Call Pick-up

Button	Procedures	Range
	You should be in the same pick-up group as ringing phone. • You hear an unattended phone ringing. • Lift handset or press **MON** button. • Dial ***1**	

Conference

Button	Procedures	Range
	*To establish a conference,* • Call desired party. (internal or outside) • Press **CONF** button. (**CONF** button is lighting and the called party is put on hold.) • Call the next party. • Press **CONF** button twice. (once if adding additional parties), Conference is established. *To add another party in the conference,* • Press **CONF** button. • Call the next party. • Press **CONF** button twice. *To exit a conference (unsupervised),* • Press **CONF** button in the supervisor station and hang up. Other parties are still connected.	
	*Re-entering a conference,* • Lift handset or press **MON** button, Press **CONF** button. *To drop an outside party,* (You should be active in the conference.) • Press outside line of party you wish to drop, Hang up or press **MON** button.	
	*To terminate the conference,* • Hang up or, press **CONF** button if unsupervised.	

Access Authorization Code

To prevent unauthorized outside calling, DISA access or Trunk access on your station by others, the system provides a means to lock/unlock a station by access authorization code.

On LKD-2N/S, 8D/S,

Button	Procedures	
TRANS/PGM HOLD/SAVE	• Conference feature can be accomplished by programming a flexible key as **CONF** button (TRANS + 91). *To register access authorization code,* • Press **TRANS/PGM** button and dial **4 4** • Dial your own 5 digits access authorization code. • Press **HOLD/SAVE** button. • Confirmation tone is heard.	

Blocking Outside Calls

Note : An access authorization code should be registered.

Button	Procedures	Range
TRANS/PGM HOLD/SAVE	• Press **TRANS/PGM** button and dial **4 6** • Press **HOLD/SAVE** button. (Confirmation tone is heard.) • **MUTE** button will flash until restored to normal.	

Restoring Outside Calls

Button	Procedures	Range
TRANS/PGM	• Press **TRANS/PGM** button and dial **4 7** • Dial your current access authorization code. (Confirmation tone is heard.) • **MUTE** button will be extinguished.	

Using Dial By Name

Each station and speed dial number can be assigned to a name. When names are programmed, you may select a speed dial number by the stored name.

Button	Procedures	Range
SPEED	• Press **SPEED** button twice. • On the display, you will see: DIAL BY NAME ICM : 1 U_SPD : 2 S_SPD : 3	
	• Select desired type. 1 : Intercom 2 : User (Station Speed Dial) 3 : System (System Speed Dial) • Confirmation tone is heard and you will see (above): 1 : XXXX XXXX XXXXXX 2 : YYYY YYYY YYYYYY	
VOLUME HOLD/SAVE	• Press the **VOLUME** button to see the next two names. • You may enter characters using the code in “Storing Dial by Name”. The LCD will display the first two names which match your input. • To select the name in line 1, press **HOLD/SAVE** button. • To select the name in line 2, dial 2 and press **HOLD/SAVE** button. • The call is placed automatically.	

Wake-up Call

The system automatically sends ring signal to a station which registers a wake-up time. There are two kinds of wake-up call, one is effective for one-day, the other is effective until canceled.

Button	Procedures	Range
TRANS/PGM HOLD/SAVE	*To register wake-up time,* • Press **TRANS/PGM** button. • Dial **4 1** and 4-digit wake-up time (HHMM) in 24-hour mode. • Press **HOLD/SAVE** button for "one-day" or dial **#** and **HOLD/SAVE** button for "until canceled". (Confirmation tone is heard.) *To cancel wake-up call,* • Press **TRANS/PGM** button and dial **4 2**. • Press **HOLD/SAVE** button. (Confirmation tone is heard.)	(HH = 00~23, MM = 00~59)

Programming Your Name into Display

You can program your name and people using display phones will see your name instead of your station number.

Button	Procedures	Range
TRANS/PGM SPEED HOLD/SAVE	• Press **TRANS/PGM** button. • Press **SPEED** button and dial **0 0**. • Press **SPEED** button. • Enter your name. (up to 7 letters using the code in "Storing Dial by name.) • Press **HOLD/SAVE** button.	

Pre-selected Message

You can select a pre-assigned message to be displayed on the LCD of the phone calling the station.

Button	Procedures	Range
TRANS/PGM HOLD/SAVE	• Press **TRANS/PGM** button and dial **7 7** • Dial the number of desired message. Date, Time or Station Number if required. • Press **HOLD/SAVE** button. (**DND/FWD** button is flashing.)	

0 1 LUNCH, RETURN HH:MM
0 2 ON VACATION / RETURN AT MM:DD
0 3 OUT OF OFFICE/ RERURN TIME HH:MM
0 4 OUT OF OFFICE/ RETURN AT MM:DD
0 5 OUT OF OFFICE/ RETURN UNKNOWN
0 6 CALL : XX.... (Telephone number: Max. 17 digits)
0 7 IN OFFICE/STA XXXX
0 8 IN A MEETING / RETURN TIME (HH:MM)
0 9 AT HOME
1 0 AT BRANCH OFFICE
 # to cancel
1 1 ~ 2 0 are used for customized messages which are programmed by attendant. (See "Creating Customized Message")

Button	Procedures	Range
DND/FWD	*To turn off message display,* • Press flashing **DND/FWD** button.	

System Features

User Custom Message Programming

To program a custom message 00 to be displayed on the LCD of the phone calling your station.

Button	Procedures	Range
TRANS/PGM HOLD/SAVE	• Press **TRANS/PGM** button and dial **4 8** at the station. (Confirmation tone is heard.) • Enter the message. (up to 24 letters using the code in "Storing Dial by Name") • Press **HOLD/SAVE** button.	

Background Music

A station can receive audio, generally music from an internal or external source while idle.

Button	Procedures	Range
TRANS/PGM	• Press **TRANS/PGM** button. • Dial **7 3** . • Internal BGM is heard. • Pressing TRANS/PGM + 7 3, the selected music is changed by turns. (Channel 0 (00): BGM is not heard.)	0~9

Voice Announcement

This feature provides the station an audible system prompt and you can record your greeting to provide the caller when the call is not answered within the predefined time.

Button	Procedures	
MON HOLD/SAVE	*Time Prompt :* • Dial *** 2 2 1**. • You will hear the time prompt, "Time is XX : XX PM." *Date Prompt :* • Dial *** 2 2 2**. • You will hear the date prompt, "Date is December, 20th." *Station Number Prompt :* • Dial *** 2 2 3**. • You will hear the station number prompt, "This is station XXXX." *Record your `No Answer` greeting,* • Dial *** 2 2 4** (The message is heard after 4sec) or **6 7 0** (The message is heard after predefined time) . • To stop recording, press **MON** button or **HOLD/SAVE** button. (**MON** button: erased automatically after 48 hours, **HOLD/SAVE** button: remained until canceled) • After recording your greeting message, a caller will hear your greeting message when you do not answer the call within a predefined time. *Delete your `No Answer` greeting,* • Dial *** 2 2 5**. *Playback your greeting,* • Dial *** 2 2 6**. (You will hear the recorded greeting message.) *Station status prompt ;* • Dial *** 2 2 7**. (You will hear active elements of the below list (a-h). a) Station number XXXX b) Intercom Answer mode c) Listed message X d) Wake-up time XXXX AM or PM e) Do not disturb f) Forwarded to station XXXX g) Forwarded to speed bin XXX h) Locked (temporary COS change) i) COS X	Range

System Features

Voice Announcement (Cont'd)

Button | Procedures | Range

HOLD/SAVE

Record paging message;
- Dial *** 2 2 8**.
- Lift handset to record your paging message.
- Press **HOLD/SAVE** button after recording.

Confirm paging message;
- Dial *** 2 2 9**.
- The paging message is heard.

Record Busy Greeting;
- Dial *** 2 2 #**.
- Lift handset to record your paging message.
- Press **HOLD/SAVE** button after recording.

Delete `Busy' Greeting;
- Dial *** 2 2 ***.
- Confirmation tone is Herd.

DND/FWD

Activate Call Forward to DVU,
- Lift handset or press **MON** button.
- Press **DND/FWD** button. (or dial **4 9**)
- Dial **7** or **8** (Select DVU forward type 1 or 2).
- Go on-hook.

Deactivate Call Forward to DVU,
- Lift handset or press **MON** button.
- Press **DND/FWD** button.
- Dial **#**.
- Go on-hook.

CALL BK / HOLD/SAVE / CONF

Listen to the recorded message,
- Press the flashing **CALLBK** button.
- The recorded message is heard with the time and date.
- Pressing **HOLD/SAVE** button, the current message is saved and the next message is heard.
- Pressing **CALLBK** button, the recorded message is heard from the first.
- Pressing **CONF** button, the current message is deleted.

※ The recorded caller's message will not be erased without pressing CONF button. But, the system power is off or system is reset, it will be erased.
※ The max. user recording time is about 250sec. (Default: 20sec: it can be programmable with admin programming - PGM 44-BTN 16.)

On LKD-2N/S, 8D/S,

HOLD/SAVE

- If a DVU message is left, the MSG lamp is flashing.
- Dial *** 6 7** or programmed **CALLBK** button to listen to the recorded message.
- The recorded message is heard and then the message is automatically deleted.
- Pressing **HOLD/SAVE** button while a message is played, the next message is heard. (The current message is placed to the last. If on the last message, message will replay)
- Pressing programmed **CALLBK** button, the recorded message is heard from the first.
- If you don't press **HOLD/SAVE** button any more, the current message is deleted and other messages are remained.

Voice Announcement (Cont'd)

Button	Procedures	Range

Or using display, ***(Only in KD-33LD, KD/E-36LD, LKD-30LD)***

Time Prompt;
- Dial *** 2 2 1**.
- You will hear the time prompt, "Time is XX : XX PM."

Date Prompt :
- Dial *** 2 2 2**.
- You will hear the date prompt, "Date is December, 20th."

Station Number Prompt :
- Dial *** 2 2 3**.
- You will hear the station number prompt, "This is station XXXX."

Record paging message;
- Dial *** 2 2 8**.
- Lift handset to record your paging message.
- Press **HOLD/SAVE** button after recording.


HOLD/SAVE

DVU station status;



- Press the 4th key from the main menu.
- Press **PAGE** down(▾) key 4 times.
- Select DVU STA STATUS.
  You will hear below lists (a - I).
  a) Station number XXXX
  b) Ring assignment
  c) Listed message X
  d) Wake-up time XXXX AM or PM
  e) Do Not disturb
  f) Forwarded to station XXXX
  g) Forwarded to speed bin XXX
  h) Locked (temporary COS change)
  i) COS X

Record your greeting;



- Press the 4th key from the main menu.
- Press **PAGE** down(▾) key 3 times.
- Select DVU RECORD key.
- Lift handset to record your greeting message.
- Press **HOLD/SAVE** button.


HOLD/SAVE

Delete your recording;
- Press the 4th key from the main menu.
- Press **PAGE** down(▾) key 3 times.
- Select DVU DELETE key.

Playback your greeting ;
- Press the 4th key from the main menu.
- Press **PAGE** down(▾) key 3 times.
- Select DVU PLAY key.

Paging your greeting ;
- Lift handset and dial the desired page zone.
- After hearing confirmation tone, your recorded paging message is sent to the page zone automatically.

CO Message Wait (CLI Message Wait)

When a call is received with DISA/DID, the Calling Line Identification (CLI) of the incoming call is displayed on the LCD of the station. If the DISA/DID external party hangs up the call before answered, the CLI will be stored in the CO message wait queue in the called party.

Button	Procedures	Range
CALL BK	*To retrieve CLI Message,* • Press **CALLBK** button. • The stored message will be shown on the LCD.	
CONF	*To delete the current CLI message and see the next one,* • Press **CONF** button.	
HOLD/SAVE	*To make a callback,* • Press **HOLD/SAVE** button. • The stored number is dialed as speed dialing.	
	To see the next/previous CLI message, • Press **VOLUME** button.	
SPEED	*To delete all CLI messages,* • Press **SPEED** button twice. • If DVU message is stored with CLI message, the CLI message will not be deleted by pressing SPEED button.	

DISA (Direct Inward System Access)

Outside caller can access a CO line which is programmed as DISA line.

Button	Procedures	Range
	• Dial the CO access code after hearing dial tone or voice guide from DVU. • Or, dial the CO access code after dialing the programmed authorization code (when needed) for outgoing call.	

LCD Language Change

Button	Procedures	Range
TRANS/PGM	• Press **TRANS/PGM** button and dial **5 1** • The language in LCD is changed into default value. • If pressing TRANS/PGM + 5 1, the language in the LCD is changed to the nation's language.	

Alarm Reset

Button	Procedures	Range
	To terminate alarm signal while idle state, • Dial *** 5 6 5**. • Confirmation tone is heard and the alarm signal is terminated at all assigned stations.	

Flexible Button Programming

Button	Procedures	Range
	*To program flexible buttons,* • Press **TRANS/PGM** button. • Press a flexible button to program. • See the below table and enter the desired code. • Press **HOLD/SAVE** button. *To erase a flexible button,* • Press **TRANS/PGM** button. • Press the flexible button to be erased. • Press **HOLD/SAVE** button.	

Code for Flexible Button Programming

Direct Station Select	station number 186 : 700~891 100 : 700~835 34E :700~777
Call Park	parking location 186 : 601~619 100 : 601~610 34E : 601~605
Hunt Group	internal hunt group 186: 9700~9729 100: 9700~9714 34E: 9700~9707
Group Call Pick-up	*1
Directed Call Pick-up *	*42
Dial Memo	TRANS/PGM + 8 0
Call Wait (Camp-on)	TRANS/PGM + 8 5
Wake-up	
To register (continued)	TRANS/PGM + 4 1
To cancel	TRANS/PGM + 4 2
Paging	Refer to p. 25
Access Authorization code	
Blocking outside call	TRANS/PGM + 4 6
Restoring outside call	TRANS/PGM + 4 7
Pre-selected Message	TRANS/PGM + 7 7
Background Music	TRANS/PGM + 7 3
LCD Display Change	TRANS/PGM + 5 1
Intercom Hold	TRANS/PGM + 8 3
Universal Night Answer	2
Loop button	TRANS/PGM + 8 4
Speed Dial	* 9
Station speed dial	SPEED + bin no 00~19
System speed dial	SPEED + bin no. 186 : 200~999 100 : 200~399 34E :200~399
Intercom Answer Mode	TRANS/PGM + 4 9
Stop Watch Event Timer	TRANS/PGM + 8 9
Alarm Reset	* 5 6 5
Account Code	TRANS/PGM + 8 1
Camp-on	TRANS/PGM + 8 5
Outside Line Access	1
Group access	4
Group #1	4 0 1 186: Grp#01~48
Group #2	4 0 2 100: Grp#01~24
:	: 34E : Grp#01~09
Individual Line Access	4 8 + line no. 186 : 01~96 100 : 01~48 34E :01~34

Button Assignment for LKD-2/8 button

REDIAL button	TRANS + 8 8
SPEED button	TRANS + 9 0
CONF button	TRANS + 9 1
CALLBK button	TRANS + 9 2
DND button	TRANS + 9 3
FLASH button	TRANS + 9 4
MUTE button	TRANS + 9 5
MON button	TRANS + 9 6

Wake-up Call

Button	Procedures
TRANS/PGM HOLD/SAVE	*To register wake-up call,* • Press **TRANS/PGM** button. • Dial **4 1** • Dial the station range. In case of one station, dial the station number twice. • After hearing confirmation tone, enter 4-digit wake-up time (HHmm) in 24-hour mode. (HH= 00~23, mm= 00~59) • Press **HOLD/SAVE** button for one-day, # and **HOLD/SAVE** button for \`until canceled\`.
TRANS/PGM HOLD/SAVE	*To cancel wake-up call,* • Press **TRANS/PGM** button. • Dial **4 2** (Confirmation tone is heard and **MON** button is lighting.) • Dial the station range to be canceled. • Press **HOLD/SAVE** button. (**MON** button will be extinguished.)

System Greetings

It provides announcements for Hunt service (UCD/Circular/Terminal) or DISA and only the system attendant can record this message.

Button	Procedures
TRANS/PGM	• Press **TRANS/PGM** button. • Dial # **4**. • For DVU, dial 0 1 for announce1, dial 0 2 for announce 2, or 0 3 for announce 3. (Announcement 3 is played back when the called party is busy.) • For EDVU, you have 31 (01~31) system greetings; 1~9 : for Hunt or company information with DISA 10 : for Invalid message 11 : for Time-out message 12 : for Try again message 13 : for Transfer to attendant message 14 : for Leave message 15 : for Record message 16 : for Enter authorization message 17 : for MOH message 18 : for Busy message 20 : for STA off-net announcement message • Press # button or * (to record with external MOH) button after hearing the message. • Record your greeting and hang up to finish the recording. • To delete, press **DND/FWD** button while the message is played.

Attendant Clock Set

This feature allows the attendant to set the Time/Date without entering Admin Programming.

Button	Procedure
TRANS/PGM HOLD/SAVE	• Press **TRANS/PGM** button. • Dial # **1**. • Enter Date + Time. Enter as YYMMDDHHmm. (YY= Year 00~99, MM= Month 01~12, DD= Date 01~31, HH= Hour 00~23, mm= minute 00~59) If there is no need to change date or time, press * key. (YYMMDD + * or * + HHmm) • Press **HOLD/SAVE** button.

Changing Time/Date Format

Button	Procedure
	*To change the date format on the LCD,* • Press **TRANS/PGM** button. • Dial * **5** • The format toggles between DDMMYY and MMDDYY.
	*To change the time format on the LCD,* • Press **TRANS/PGM** button. • Dial * **6** • The format toggles between 12-hour mode and 24-hour mode. (YY : year, MM : month, DD : date)

System Speed Dial

A group of speed dial numbers can be stored within the system for access by allowed stations. These numbers provide speedy access to often used outgoing CO dialing numbers.

Button	Procedure
	*To store system speed numbers,* • Press **TRANS/PGM** button. • Dial **SPEED** button. • Dial <u>speed number bin</u>. • Dial the phone numbers to be stored. • Dial **HOLD/SAVE** button. *Or,* • Press **TRANS/PGM** button. • Dial **SPEED** button. • Dial <u>speed number bin</u>. • Press desired outside line button. • Dial the phone numbers to be stored. • Dial **HOLD/SAVE** button. 186 : 200~999 100 : 200~399 34E : 200~399 *To use system speed numbers,* • Press **SPEED** button. • Dial <u>speed number bin</u>.

Attendant Operation

Attendant Intrusion

Attendant may intrude into any station which is in conversation with a CO line.

Button	Procedure
	*To assign a flexible key as the Intrusion button* • Press **TRANS/PGM** button. • Press the desired flexible key to be registered. • Press **TRANS/PGM** button. • Dial **8 6**. • Press **HOLD/SAVE** button. *To activate attendant intrusion* • Press DSS button corresponding to the busy station you wish to call. (Busy tone is heard.) • Press ATD INTRUSION button. (Intrusion warning tone is heard in the busy station, then a 3-way conference is set up.)

Day/On-demand/Night Mode Service (Manual/Automatic)

The attendant station can be placed into night service mode allowing ring assignments and answering privileges to station not having the privileges in the day mode. Or, can be placed into on-demand service mode allowing ring assignments and answering privileges to station not having the privileges in the night mode.

Button	Procedures
DND/FWD	*To activate/deactivate Day/Night/On-demand mode manually,* • Press **DND/FWD** button at attendant station. • Then, **DND/FWD** button is flashing. (The system is placed into On-demand mode.) • If pressing the **DND** button one more, then the system is placed into Night service mode. • On-demand mode is not activated automatically.
TRANS/PGM HOLD/SAVE	*To change Day/Night mode automatically,* • Press **TRANS/PGM** button. • Dial # **9**. • Enter DAY TIME + NIGHT TIME, or DAY TIME + * or * + NIGHT TIME . (Enter as HHmm (HH= hour 00~23, mm= minute 00~59) • Press **HOLD/SAVE** button.

To Print out Accumulated SMDR Records

Button	Procedures
HOLD/SAVE	*For station basis,* • Dial **6 7 1** • Enter the desired station range. • Press **HOLD/SAVE** button. Accumulated SMDR records will be printed out through the printer connected to KSU.
HOLD/SAVE	*For account group basis,* • Dial **6 7 2** • Enter the desired <u>account group</u> to be printed. • Press **HOLD/SAVE** button. (Accumulated SMDR records will be printed out through the printer connected to KSU.) 186 : 01~99 100 : 01~24 34E : 01~24

To Erase SMDR Records

HOLD/SAVE	*For station basis,* (SMDR records will be erased for all stations in the range.) • Dial **6 7 3** • Enter the desired station range, Press **HOLD/SAVE** button.
HOLD/SAVE	*For call account group basis,* (SMDR records will be erased for all stations in the range.) • Dial **6 7 4** • Enter the desired account group, Press **HOLD/SAVE** button.

Dial by Name (for ICM)

Button	Procedure
TRANS/PGM	• Press **TRANS/PGM** button. • Dial # **8** • Dial the station number and enter the name using the code shown below.

Q - 11 Z - 12 . - 13 1 - 10	A - 21 B - 22 C - 23 2 - 20	D - 31 E - 32 F - 33 3 - 30	G - 41 H - 42 I - 43 4 - 40	J - 51 K - 52 L - 53 5 - 50	M - 61 N - 62 O - 63 6 - 60	P - 71 R - 72 S - 73 Q - 7* 7 - 70	T - 81 U - 82 V - 83 8 - 80	W - 91 X - 92 Y - 93 Z - 9# 9 - 90	*1 - Blank *2 - : *3 - ,	0-00	#

Attendant Operation

Customized Message

Button	Procedure
	• Press **TRANS/PGM** button. • Dial * **7** • Dial the number of the desired message (11~20). • Enter the desired message using the code in Dial by Name. • Press **HOLD/SAVE** button.

CO Outgoing Disable

Button	Procedure
	*To disable outgoing calls a CO line,* • Press **TRANS/PGM** button. • Dial * **8** • Press the desired outside line button. (Confirmation tone is heard.) • After hearing confirmation tone, selected outside line button is disabled. • Repeat the process to enable the CO line.

Temporary COS Change

A station user can change the class of service to lower class temporarily to prevent unauthorized use of the station by others.

Button	Procedures
	*To activate temporary COS change,* • Press **TRANS/PGM** button. • Dial **# 2,** Enter the station range. • Press **HOLD/SAVE** button. *To remove temporary COS change,* • Press **TRANS/PGM** button. • Dial **# 3,** Enter the station range. • Press **HOLD/SAVE** button.

Erasing Station Message

The attendant can cancel the features, DND CALL FORWARD and pre-selected message activating at other station.

Button	Procedure
	• Press **TRANS/PGM** button. • Dial * **9** • Dial the desired station range to be canceled. • Press **HOLD/SAVE** button.

Traffic Analysis

The system will monitor the system and record various traffic data which can be printed upon request. The information can be used to determine whether the circuits installed in the systemare adequate.
When enabled, it will continue to monitor the traffic until disabled. The traffic data is collected and sent to the RS232C port upon request. The collected traffic data contains two types of traffic data. The first type is peg counts which give an actual count of the number of times a particular operation has occurred. Peg counts are given in absolute values from 00000 to 99999. The second type of data is usage times which give the average percent occupancy of a device, i.e., stations, CO lines, DTMF receivers, etc. Usage times are given in seconds from 00000 to 99999. Counts and times are cumulative from the time the monitoring is activated, and are reset by initiating the start up procedure again.

Button	Procedure
 	*To start the traffic analysis at system attendant,* • Press **TRANS/PGM** button. • Dial **# 7 1**. • Press **HOLD/SAVE** button. *To stop the traffic analysis at system attendant,* • Press **TRANS/PGM** button. • Dial **# 7 2**. • Press **HOLD/SAVE** button. *To print the result of traffic analysis at system attendant,* • Press **TRANS/PGM** button. • Dial **# 7 3**. • Press **HOLD/SAVE** button. *To abort printing at system attendant,* • Press **TRANS/PGM** button. • Dial **# 7 4**. • Press **HOLD/SAVE** button.

Attendant LCD Language

Button	Procedure
 	*To change the LCD language at attendant,* • Press **TRANS/PGM** button. • Dial **5 1** • Dial the station range to be changed. • Select the language type with the following codes. • Press **HOLD/SAVE** button.

aria 186	***aria*** 34E/100	Language	***aria*** 186	***aria*** 34E/100	Language
0 0	0 0	English	1 3	1 3	Estonia
0 1	0 1	Korean	1 2	1 4	Estonia for Large LCD
0 2	0 2	Italian	1 4	1 5	Swedish for Large LCD
0 3	0 3	English for Large LCD	1 5	1 6	Italy for Large LCD
0 4	0 4	Swedish	1 6	1 7	Norway for Large LCD
0 5	0 5	Norwegian	1 7	1 8	Finnish for Large LCD
0 6	0 6	Finnish	1 8	1 9	Dutch for Large LCD
0 7	0 7	Dutch	2 0	2 0	Russian
0 8	0 8	Spanish	9	2 1	Spanish for Large LCD
0 9	0 9	Korean for Large LCD	2 1	2 2	Russian for Large LCD
1 0	1 0	Danish	1 1	2 3	Danish for Large LCD
. .	1 1	German	2 2	2 4	Portuguese
. .	1 2	German for Large LCD	. .	2 5	Portuguese for Large LCD

Intercom Box BGM Selection by Attendant

The attendant can select the music channel source to an ICM box.

Button	Procedure
	*To set ICM box music,* • Press **TRANS/PGM** button. • Dial * **0** • Dial the music channel *0~9,* • Press **HOLD/SAVE** button.

Attendant DSS Operation /Placing an Intercom Call from the DSS

Button	Procedures
	• Lift handset or press **MON** button. • Press the desired DSS station button. • Hang up or press **RELEASE** button to terminate the call.

Making a Page

Button	Procedure
	• Lift handset or press **MON** button. • Press **PAGE** button. • Speak in normal voice tone to announce message. • Hang up or press **RELEASE** button.

Transferring an Outside Line to Another Station

Button	Procedure
	• While connecting an outside line, press the desired DSS station button. • You can wait to announce the transfer or, • Hang up or press **RELEASE** button.

Intercom Group Call

Button	Procedure
	• Lift handset or press **MON** button. • Press the programmed INTERCOM GROUP CALL button. • The call is connected to an idle station in the group.

Overriding a Key Telephone in Do Not Disturb

Button	Procedure
	• Press DSS button of the station to be overridden. (DND tone or busy tone is heard.) • Press programmed OVERRIDE button.

Attendant Programming Menu Table

The attendant can program some features with this table by pressing **TRANS/PGM** button, then the appropriate codes.

Attendant Main Menu	Attendant Sub Menu - II	Selection	Remark
[✈]	[0] ATD SET ICMBOX MUSIC	CHANNEL 0-9	MAIN ATD
	[1] REG PREPAID	STN# (+ END STN#)	MAIN ATD
	[2] STATION MSG SET	STN# (+ END STN#)	MAIN ATD
	[3] ERASE STA MSG	STN# (+ END STN#)	MAIN ATD
	[4] ERASE PASSWORD	STN# (+ END STN#)	MAIN ATD
	[5] DATE MODE	MMDDYY / DDMMYY	MAIN ATD
	[6] TIME MODE	12HR or 24HR	MAIN ATD
	[7] CUSTOMISED MSG	MSG (11-20)	MAIN ATD
	[8] CO OUT DISABLE /ENABLE	PRESS CO BTN	MAIN ATD
	[9] DELETE STATION MESSAGE	STN# (+ END STN#)	MAIN ATD
[#]	[1] ATD CLOCK SET	YYMMDD + HHMM	MAIN ATD
	[2] TEMP COS (ICM ONLY) ACTIVATE	STN# (+ END STN#)	MAIN ATD
	[3] TEMP COS RESTORE	STN# (+ END STN#)	MAIN ATD
	[4] DVU MESSAGES	01-09 ANNOUNCE	MAIN ATD
		10-20 SYS MESSAGE	MAIN ATD
	[7] TRAFFIC ANALYSIS	[1] START	MAIN ATD
		[2] STOP	MAIN ATD
		[3] PRINT	MAIN ATD
		[4] ABORT PRINT	MAIN ATD
	[8] DIAL BY NAME	STATION #	MAIN ATD
	[9] AUTO DAY NIGHT	DAY + NIGHT: hhmm	MAIN ATD
[4]TIME	[1] WAKE-UP CALL	STN# (+ END STN#)	MAIN ATD
	[2] CANCEL WAKE-UP	STN# (+ END STN#)	MAIN ATD
[5] LCD	[1] LCD LANGUAGE	TYPE 00-25	MAIN ATD
NB DIAL THESE CODES DIRECT (NO TRANS) [6] PRINT	[71] PRINT STA SMDR	STN# (+ END STN#)	MAIN ATD
	[72] PRINT GROUP SMDR	GROUP #	MAIN ATD
	[73] ERASE STA SMDR	STN# (+ END STN#)	MAIN ATD
	[74] ERASE GROUP SMDR	GROUP #	MAIN ATD

Attendant Operation

Analogue Single Line Telephone User Guide for *aria* Telephone Systems

Placing an Outside Call
- Lift handset.
- Dial **1**.
- Dial the desired number.

Placing an Intercom Call
- Lift handset.
- Dial intercom number.

Placing an Outside Call on Hold
- While connected to an extension call, briefly depress and release the hook switch **(‘flash’** the hook switch).

Retrieving a Held Outside (CO) Call
- Lift handset.
- Dial **4 #** and **CO line number.**
  aria 186: 01~96, *aria 100*: 01~48, *aria 34E*: 01~34,
- On SLT, you can dial **4** * in case you don't remember the held CO number.

Placing an Outside Call via CO Group Access
- Lift handset.
- Dial **4** and **CO group number.**
  aria 186: 01~48, *aria 100*: 01~24, *aria 34E*: 01~09,
- Dial the desired number.

Placing an Outside Call via CO Individual Access
- Lift handset.
- Dial **4 8** and **CO line number.**
  aria 186: 01~96, *aria 100*: 01~48, *aria 34E*: 01~34,
- Dial the desired number.

Re-directing an Incoming Call (Call Pick-up)
When you hear a phone ringing in your area,
- Lift handset.
- Dial * **4 2**
- Dial the extension number of the ringing phone.

Group Call Pick-up
When hearing an unattended phone ringing in your area,
- Lift handset.
- Dial * **1**
- You will be connected to an incoming extension or outside line call. (NB: You must be in the same pick-up group.)

Call Wait (Camp-on)
- After receiving intercom busy tone, dial ✈.
- Camp-on tone is heard in the called station.
- The called station receives the ringing from camped on call when hanging up from original call.

Answering a Waiting Call
- You will receive warning tone in handset.
- Hang up the present call to take a new one.

Making a Screened Transfer
- While connected to an outside line, **‘flash’** the hook switch.
- Dial the desired extension number and wait to be answered.
- Announce the call.
- Hang up to complete call transfer.

Making an Unscreened Transfer
- While connected to an outside line, **‘flash’** the hook switch.
- Dial the desired extension number
- Hang up to complete call transfer.

Last Number Redial
- Lift handset.
- Dial **5 2**

Storing Station Speed Dial Numbers
- Lift handset.
- Dial **5 5**
- Dial speed dial number. : 00~19,
- Dial speed dial number you wish to store.
- **‘Flash’** the hook switch.
- You will hear confirmation tone and hang up.

Using Station Speed Dial Numbers
- Lift handset.
- Dial * **9**
- Dial the desired speed dial number. 00~19,

Establishing a Conference Call
The system allows you to set up a 3-way conference call.
- Lift handset.
- Call the desired party. (outside or internal)
- **‘Flash’** the hook switch.
- Dial the internal extension number.
- When the other party answers, ‘flash’ hook switch twice in 2 seconds. (All three parties are now connected.)

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Message Waiting
- Lift handset.
- Dial the desired extension number.
- No reply from a key station or extension busy tone from a SLT key station.
- **'Flash'** the hook switch.
- Dial * **6 6** .
- Hang up.

Call Forward
- Lift handset.
- Dial **5 4**
- Dial the desired call forward number.

1 - Unconditional,	2 - Busy calls
3 - No answer calls,	4 - Busy/no answer calls
5 - Station off-net	# - Cancel previous forward
6 - Incoming outside line to off-net	
7 - DVU forward for no answer-1 (forward after 4sec)	
8 - DVU forward for no answer-2 (forward after predefined time)	
9 - DVU forward for busy	

- Dial the station / group number to forward calls to.
  aria 186: 700~891 /9700~9729
  aria 100: 700~835 / 9700~9714
  aria 34E : 700~777 / 9700~9707
- Hang up.
- To cancel Call Forward, lift handset and dial **5 4** and **#**. or dial **5 9**.

For "Follow Me" Call Forward
- Go to the forwarding station and lift handset.
- Dial **5 4**
- Dial **0**.
- Dial the station number that calls are to be forwarded.
- Dial the authorization code of forwarded extension. (The authorization code should be registered before "Follow Me" Call Forward can be set.)
- Dial the extension number that will receive the call.
- Hang up.

Do Not Disturb (DND)
- Lift handset.
- Dial **5**
- Place the handset.

To cancel Do Not Disturb,
- Lift handset.
- Dial **5 3** or **5 9**.
- Hang up.

Shuttle Call
- An extension user engaged in an internal or external call, should briefly press hook switch to hold a call (**'flash'** the hook switch).
- The holding party hears music on hold. (If equipped)
- Dial the second number of another internal or external call.
- When the second call is connected, the extension user may alternate the call between holding parties by **'flashing'** the hook switch.
- Then, you may make a conference by **'flashing'** the hook switch.

Universal Night Answer
When hearing an incoming signal on other phone or night bell, when system is in night ringing mode
- Lift handset.
- Dial Universal Night Answer Access Code **2** .
- You will be connected to an incoming call if it was programmed as an Universal Night Answer line.

Paging
- Lift handset.
- Dial the desired page zone number.
- Give your message.
- Hang up to complete paging.

Page Zones

Call All zones: **# 6**
Call All Internal zones: **# 3**
Internal zone 1 : **# 0 1**
Internal zone 2 : **# 0 2**
: :
Internal zone xx : **# x x** (to maximum zones below)
aria 186: 20
aria 100: 15
aria 34E: 05
External zone 1 : **# 4 1** (*aria 34E* & below only)
External zone 2 : **# 4 2** (*aria 186 & aria 100* & below only)
Call all external zones : **# 5**

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"Meet Me" Paging
When hearing a paging announcement,
- Dial **# #.**

Returning Call to Host System (FLASH to Line Feature)
If your ***aria*** system is connected to another system, you can use this feature to transfer a call back to an extension on the other system.
(Your installer will tell you if you need this feature.)
- While connected to an extension call, **'flash'** the hook switch.
- Dial **5 1**
- Hearing new dial tone from the other system, dial the extension number on the required system.
- When the station answers, (See Screened Transfer) speak or hang up (See Unscreened Transfer) to transfer the call.

Queuing
If you access a busy line, you may request the system to place you on hold, until the next line becomes idle.
- Lift handset.
- **'Flash'** the hook switch.
- Dial * **6 6** .
- You will hear confirmation tone when the call is accepted.
- Hang up.

Call Park
While connected to an outside call,
- Lift handset.
- **'Flash'** the hook switch.
- Dial <u>parking location</u>.
  aria 186: 601~619 *aria 100*: 601~610
  aria 34E: 601~605
- Hang up.
- To retrieve a parked call, dial parking location.

Preselected Messages
You can choose a preselected message to be displayed on the LCD of the phone calling your station.
- Lift handset.
- Dial * **3** (Program Code)
- Dial **7 7**
- Dial the following number to leave your message. (01~10)

Dial 01 + (Time)	LUNCH, RETURN HH:MM
Dial 02 + (Date)	ON VACATION, RETURN AT MM:DD
Dial 03 + (Time)	OUT OF OFFICE RETURN TIME HH:MM
Dial 04 + (Date)	OUT OF OFFICE RETURN MM:DD
Dial 05	OUT OF OFFICE RETURN UNKNOWN
Dial 06 + (External no.)	CALL XX.... (17 digits)
Dial 07 + (Extension you can be called)	IN OFFICE, STA XXXX
Dial 08 + (Time)	IN A MEETING, RETURN TIME HH:MM
Dial 09	AT HOME
Dial 10	AT BRANCH OFFICE

- **'Flash'** the hook switch.
- Hang up.
- To erase a pre-selected message, lift handset and dial * **3** + **7 7** + **#**.
- **'Flash'** the hook switch.
- Hang up.

Voice Announcement
Time Prompt;
- Lift handset.
- Dial * **2 2 1** .
  You'll hear time prompt, "Time is 00:00."

Date Prompt;
- Lift handset.
- Dial * **2 2 2** .
  You will hear date prompt, "Date is July, 20th."

Extension Number Prompt;
- Lift handset.
- Dial * **2 2 3** .
  You'll hear extension number prompt, "This extension is XXXX."

Recording Your Message;
- Lift handset.
- Dial * **2 2 4** (for No Answer Forward) or * **2 2 #** (for Busy Forward).
- Record your message.
- Place the handset.

Playing Back Your Message;
- Lift handset.
- Dial * **2 2 6** (for No Answer Forward) or * **2 2 0** (for Busy Forward). (Your recorded message is heard.)

Deleting Your Message;
- Lift handset.
- Dial * **2 2 5** (for No Answer Forward) or * **2 2** * (for Busy Forward).
- Hang up. (Your message has now been deleted.)

Extension Status Prompt;
- Lift handset.
- Dial * **2 2 7**.
  You'll hear items listed below. (a~h)
  a) Extension number
  b) Handsfree/Tone/Privacy
  c) Listed message
  d) Wake-up time AM or PM
  e) Do Not Disturb
  f) Forwarded to extension XXXX
  g) Forwarded to speed bin XXX
  h) Locked (Temporary Class of Service Charge)
  i) Class of Service X

Recording Paging Message;
- Lift handset.
- Dial * **2 2 8**.
- Record your paging message.
- Replace the handset.

Playing Back Paging Message;
- Lift handset.
- Dial * **2 2 9**.

To hear the recorded Message,
- Dial * **6 7**.
- The recorded message is played.
- Hang up. (The message is deleted automatically.)

To activate Call Forward to DVU,
- Lift handset.
- Dial **5 4**.
- Dial **7**, **8** or **9**. (Select DVU forward type for No Answer or Busy.)
- Hang up.

To deactivate Call Forward to DVU,
- Lift handset.
- Dial **5 4**.
- Dial **#** .
- Hang up.

Listening to your Message(s)
- Lift handset.
- Dial the callback code * 6 7
- The DVU replies with time and date of the 1st message
- Listen to the message
- The next message plays automatically until all messages are played. (or you Hang up)
- DVU Hangs up after the last message plays
- Messages are cleared.

Programming Authorization Code
- Lift handset.
- Dial * **3**
- Dial **4 4**
- Dial 5 digits as authorization code.
- **'Flash'** the hook switch.

Programming Your Name
- Lift handset.
- Dial * **3**
- Dial **3 0**
- Enter your name using the same codes as those of keysets.
- **'Flash'** hook switch. (Confirmation tone is heard.)
- Hang up.

Entering an Account Code
To identify a call, system provides the user with an account code field in the Call Logging printout by entering an account code while on an outside call.

After dialing or during a conversation with an external party,
- Press hook switch.
- Dial **5 0** and account code.
  (An account code can be up to 12 digits.)
- **'Flash'** the hook switch.
- Continue conversation and hang up to finish the call.

Handset Off-hook Alarm
Should the handset be left off the cradle unattended, for any length of time, the user will receive a high pitched signal.
- To cancel the signal, hang up.